

Rules Subcommittee

Purpose

The Rules Subcommittee shall represent the Council in guiding and setting the agendas for regular City Council meetings. The Rules Subcommittee shall also make recommendations to the City Council to support effective City Council meeting management.

Subcommittee Members

The Rules Subcommittee shall be comprised of two members of the Council. As the presiding officer of the City Council, the Mayor shall be one of the members of the Rules Subcommittee and will be on the Subcommittee for a two year term. The other member of the Subcommittee shall be appointed by the Mayor with the approval of the City Council on an annual basis. The other Subcommittee member shall not serve two consecutive years but may be re-appointed to the Subcommittee after a one year break.

Meeting Frequency

The Rules Subcommittee shall meet every other week on Fridays, 10 days in advance of regular City Council meetings. If the Subcommittee is unable to meet, the draft City Council agenda will be considered approved by the Subcommittee and shall be posted 6 days in advance of the City Council meeting, in accordance with the City's Open Government Ordinance.

Meeting Agenda

The Subcommittee Agenda will be as follows:

- I. Call to Order/Roll Call
- II. Pledge of Allegiance
- III. Public Forum
- IV. Approval of Subcommittee agenda
- V. Council Agenda Setting
 - a. Review final agenda for the next regular City Council meeting including consent calendar and provide direction on order of discussion items.
 - b. Review and provide input and direction on the administrative draft of the subsequent regular City Council meeting.
 - c. Review the major discussion items listed in a rolling six month City Council meeting horizon report, including any items added to this list from prior Subcommittee meetings, and provide direction on prioritization of items.
 - d. Review requests by members of the City Council to add items for City Council consideration.
- VI. Other Discussion Items to support effective City Council meetings such as criteria for consent calendar and order of consent calendar items if pulled, time check during meetings, and delegation of authority to City Manager.
- VII. Adjournment

Requests to Add Agenda Items

Councilmembers are able to request items be added to a Council Agenda. Any request shall be submitted through an Agenda Item Request Form and shall include item description, Council Priority Area(s), timeframe within which the item would need to be heard, including whether it is

an immediate need and why, and whether the item would require a workload assessment (needed if more than 4 hours of staff work is anticipated).

If two Councilmembers request an item be added to the Council agenda, the item will come to the Rules Subcommittee for informational purposes, but will automatically be added to the Council agenda. The request needs to be submitted to the City Manager to the Rules Subcommittee by 5:00 pm, three days prior to the meeting.

